



All licensure candidates qualified to take any NCEES examination should review the following information before sitting for the examination. **Examinees are required to sign their examination answer sheet before the examination starts to affirm that they have been provided this information, have read and understand the material, and agree to abide by the conditions cited.** These conditions apply to all NCEES examinations. Full compliance with the NCEES examination policies and procedures listed below is the sole responsibility of the examinee.

Permissible and Prohibited Items

- Devices or materials that might compromise the security of the examination or disrupt the examination process are not permitted.
- Only models of calculators approved by NCEES are permitted in the exam room. No other models of calculators or variations of the models listed below are permitted in the exam room. Approved calculators for the 2005 exams are as follows:
 Hewlett Packard—HP 33s, HP 9s
 Casio—FX 115 MS, FX 115 MS Plus (including models with the SR designation)
 Texas Instruments—TI 30X IIS, TI 30X IIB, TI 36X Solar
- Devices having a QWERTY keypad arrangement similar to a typewriter or keyboard are not permitted. Devices with communication or text-editing capabilities are prohibited from the exam room. These include but are not limited to cameras; cell phones; desktop, hand-held, laptop, and palmtop computers; databanks; data collectors; organizers; pagers or beepers; PDAs; radios; headsets; tape players; portable fax machines; calculator watches; reproduction equipment; electronic dictionaries; electronic translators; and recorders.
- Only NCEES-supplied marking and erasing instruments may be used in the exam room. The mechanical pencils supplied have an eraser and are preloaded with three pieces of 0.7-mm HB lead. This is the only writing instrument allowed. Examinees may not bring additional lead or erasers into the exam room. If necessary, proctors will issue additional pencils to examinees during the examination.
- Any prohibited device found in an examinee's possession after the examination begins will be confiscated, the examinee will be dismissed from the exam room, and his or her examination will not be scored.

Reference Materials

- **For Fundamentals of Engineering (FE) examination:** This is a closed-book examination. The only reference material examinees may use is the *FE Supplied-Reference Handbook* distributed

by the proctors. Examinees are not allowed to bring their own copies of the *Handbook* into the exam room. The *FE Supplied-Reference Handbook* can be downloaded from the NCEES Web site, or a bound copy may be purchased from NCEES.

- **For Fundamentals of Surveying (FS) examination:** This is a closed-book examination. Examinees may use the reference formulas that appear at the front of their exam booklets. No other reference materials may be used. An advance copy of the reference formulas is available on the NCEES Web site. Examinees are not allowed to bring their own copies of the formulas into the exam room.
- **For Principles and Practice of Engineering (PE) and Principles and Practice of Surveying (PS) examinations:** These are open-book examinations. Examinees must bring their own copies of all reference materials, including design standards. All reference materials must be bound and remain bound during the entire exam. *Bound* refers to (1) materials permanently bound, as by stitching or glue, and (2) materials securely fastened in their covers by fasteners that penetrate all papers. Ring binders, spiral binders, plastic snap binders, brads, and screw posts are acceptable fasteners. Loose paper, legal pads, writing tablets, and unbound notes are prohibited from the exam room. Examinees may not share reference materials or aids during the exam or communicate with one another in any way.

Personal Items

- Examinees are prohibited from bringing the following items into the exam room: weapons of any kind, tobacco products, hats with brims or bills, chairs.
- Small snacks (e.g., hard candies, candy bars, gum) and nonalcoholic drinks are permitted. Drinks must be placed on the floor.
- Personal items are the sole responsibility of the examinee. Neither NCEES, nor the state board, nor proctors, nor the site facility will be responsible for any lost, misplaced, or stolen items.

Examination Irregularities

Fraud, deceit, dishonesty, or other irregular behavior in connection with the taking of any NCEES examination is strictly prohibited. Irregular behavior includes but is not limited to copying or allowing the copying of examination answers; failing to work independently; possessing unauthorized devices or source materials; surrogate testing or other dishonest conduct; disrupting other examinees; creating any safety concerns; and possessing, reproducing, or disclosing exam questions, answers, or other information regarding the content of the examination without authorization before, during, or after the exam administration. Communication with other examinees or with any outside source by way of telephones, personal computers, Internet, or any other means during the course of the exam is prohibited.

The chief proctor is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging examinees from the exam site for prohibited activities and confiscating any prohibited devices or materials. Examinees must cooperate fully in any investigation of a suspected irregularity. NCEES reserves the right to pursue all available remedies for exam irregularities, including score cancellations, other administrative actions, and civil or criminal remedies. Examinees or other persons implicated in an irregularity will be identified to the state board, which may invoke additional sanctions. Examinees discharged from an exam due to irregular behavior or who leave at their own discretion before completing the exam will not receive exam scores and will not be eligible for a refund of exam fees.

Remedies for Testing Errors and NCEES Response to Disruptions in Testing and Potential Compromises

NCEES, its affiliate (ELSES), and jurisdictions and their testing agents take steps to ensure that exam registration materials are properly handled and processed and that exams, source materials, and answer sheets are properly printed, handled, and scored. In the unlikely event that a mistake occurs in printing, handling, or processing test materials or in scoring or reporting scores, the test administrator, after consultation with NCEES, will correct the error, if possible, or permit the affected examinees either to retest at no additional fee or to receive a refund of the examination fee. These are the **sole and exclusive** remedies available to examinees for errors in handling or processing registration materials; in printing, handling, or processing exams and exam answer sheets; in determining or reporting scores; and in investigating or responding to suspected irregularities.

NCEES, its affiliate (ELSES), and jurisdictions and their testing agents also take steps to ensure standardized administration on the test day. If events occur that cause testing to be canceled or interrupted, involve a mistiming on any part of the test, result in a deviation from required testing procedures, raise concerns about possible advance access to exam content by one or more examinees, or otherwise disrupt or compromise the normal testing process, NCEES will consult with the jurisdictions affected and determine whether corrective action is warranted, which could include canceling scores or not scoring answer documents. If NCEES determines that corrective action is necessary, affected examinees will have the option to retest at no additional fee (normally on a future national test date) or to receive a refund of the exam fee, unless the affected examinees caused or were involved in the conduct that resulted in the need for corrective action, in which case the jurisdiction that authorized seating for the examination will have the right to withhold either or both of these options. If a jurisdiction offers a retest and an examinee selects that option, the examinee may be required to retake the entire examination in order to produce a valid score. These are the **sole and exclusive** remedies available to any examinee who is affected by disruptions in testing or a potential exam compromise.

Testing Accommodations

NCEES must receive testing-accommodation requests by the registration deadline of the exam you wish to take. Information concerning available accommodations and the process for requesting an accommodation are posted on the NCEES Web site. Please review the information before submitting a request.

Examinee Identification Information

Examinees will be required to provide their Social Security number on the exam answer sheet. Examinees who do not have Social Security numbers may instead provide their nine-digit passport number or Canadian Social Insurance number. The identification information is required. Examinees will not be allowed to take the examination unless this information has been provided.

Additional Information

Visit the NCEES Web site for up-to-date information about exam formats, specifications, study materials, scoring methods, and other information.

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